



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> PROGRAM & OFFICE MANAGER		<b>JOB CODE:</b> PRGO
GOVERNMENT - EMPLOYEE	<b>EEO:</b> 6	<b>PAY GRADE:</b> 11
EXEMPT	FLEX	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for managing staff and resources in the Department of education to facilitate effective, efficient delivery of the Department's programs and services in conjunction with partner Departments, Divisions, and Program, inside and outside the Nation.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Establish and maintain good working relationships with fellow employees, other departments, committee members and the general public.
2. Responsible for daily supervision of reception area administrative staff.
3. Responsible for daily maintenance of Department personnel information, including but not limited to, staff evaluation schedules, up-to-date knowledge of Personnel policies and procedures, Time and Attendance, and the contract database and contracting process.
4. Assist with maintaining service hours that promote the facilitation of service delivery by the Department's various resources on a daily basis.
5. Assist with providing daily general, resource, and referral information regarding Education's support programs and services.
6. Assist with providing comprehensive documentation of all activities and contacts in appropriate software systems as needed.
7. Assist with coordinating, preparing and note taking for Division Manager and Board of Directors meetings; monthly, quarterly.
8. Assist with preparing monthly budget reports to the Executive Director and Accountant.
9. Assist Executive Director and Accountant in providing regular accounting and financial maintenance; to include but not limited to purchase orders, requisitions and invoice processing.
10. Order supplies and initiate technical service requests to maintain effective department operations; weekly, monthly.
11. Help coordinate the daily use, mileage and driver logs, and scheduled maintenance of GSA vehicles.
12. Provides daily recommendations to supervisory personnel and participates in the development of program and quality improvement activities.
13. Coordinate and/or assist with daily facilitation of various activities and events.
14. Ensure all personnel are properly trained; with Department leadership, coordinate training for staff to strengthen professional growth and development; at least twice a year.
15. Develop, implement, and maintain standard operating policies, procedures, and performance metrics for operations and all assigned staff; monthly.
16. Develop, implement, and maintain processes/standards regarding the department; to include applicable safety codes, statutory codes, municipal codes, Nation codes, etc. quarterly.
17. Perform other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
----------------	---------------------------------------



Leadership Accountability	Develops policy, strategic plans, interprets policy and implements operating plans.
Supervisory Accountability	Supervises administrative staff; oversee department projects and daily operations.
Organizational Accountability	Manages a sub-unit of a department.
Financial Accountability	Manages operating budget and monitors expenditures. Comply with the Ho-Chunk Nation Appropriations and Budget Process Act.
Customer Accountability	Interfaces with officials, executives, outside customers and inside customers.
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input and regular review by supervisor.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Associate's Degree in Supervisory Management, Project Management or Education-related area; or equivalent education (two years completed of a four-year degree) in Business or Education-related area.
2. Bachelor's degree preferred.

#### **ESSENTIAL:**

1. This position requires a complete criminal background investigation.
2. Valid driver's license, dependable transportation, and proper insurance is required.
3. Maintains strict confidentiality.

#### **EXPERIENCE:**

1. Four years responsible work experience, including two years in an office setting.

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of Ho-Chunk Nation, state, county, and local community resources preferred.
2. Demonstrated analytical and reasoning skills.
3. Excellent oral and written communication skills.
4. Excellent time management, organizational and teamwork collaboration skills.
5. Exceptional customer service and interpersonal skills.
6. Excellent ability to follow direction, procedure and ability to maintain confidentiality.
7. Proficiency with office computer equipment and software.
8. Excellent ability to organize systems, propose procedures, organize key requirements from laws, regulations and contracts, in a form readily understandable.
9. Research and analyze issues, may draft position papers or historical analysis.

### **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. Maintains a neat and clean work environment.
3. Promotes positive employee relations.
4. Must be able to work in a team setting.

### **WORKING CONDITIONS**

1. Office setting.
2. Some travel required.